



STATEWIDE PERSONNEL
— S Y S T E M —

Close a Position

November 2014



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Close a Position Business Process

Business Process Overview

The Close Position business process is used to permanently stop all HR Personnel transactions to an unfilled position. The process is listed in the table below.

Process Steps	Role	Description
Initiate the Close a Position Process	HR Coordinator	Enter the details to close a position. (NOTE: close a position is a permanent transaction).
Agency Approval	HR Partner	Agency HR Director approval.
	Appointing Authority Partner	Agency Appointing Authority approval
Budget Approval	Budget and Finance Partner *	Agency budget approval for abolished positions.
	Budget Administrator *	DBM Office of Budget and Analysis approval for abolished positions.

NOTE: Approval routing is based on the reason selected when initiating the business process.

Events and Reasons

The table below includes reasons for the Close Position business process.

Event	Reason
Close a Position	Close Position or Headcount >Close Position>Close Position>Abolished
	Close Position or Headcount >Close Position >Temporary Worker

Before you begin...

You will need the following information to complete the Close a Position process:

- Position number or Title
- Close Reason
- Close Date

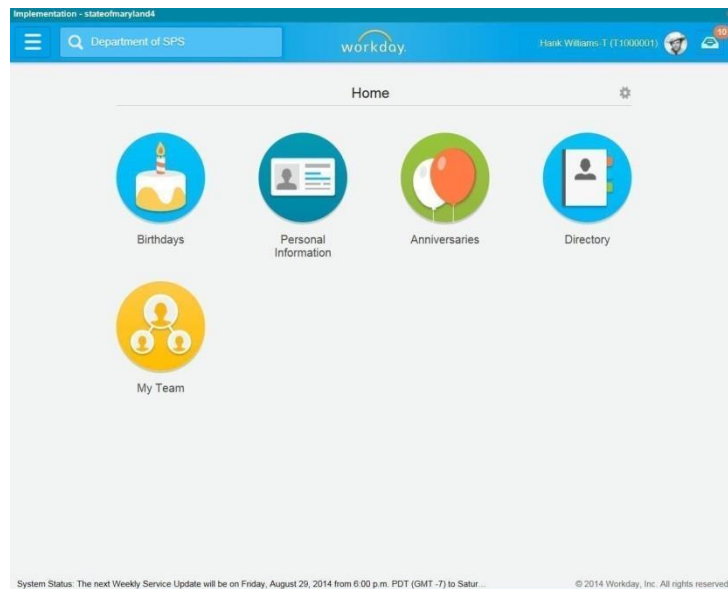
Close a Position


The procedure to initiate the Close a Position process follows.

Procedure:

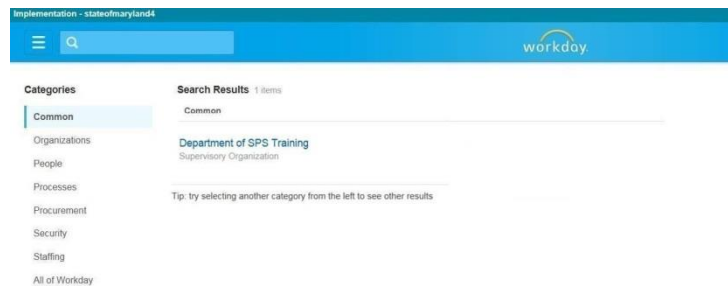
1. Type the Supervisory Organization in the Search field.

Home



2. Click on the search  icon.

Home



3. Click the Supervisory Organization hyperlink.

Supervisory Organization Details

Implementation - stateofmaryland4

workday

Department of SPS Training

View As Of: 08/28/2014

Type: Supervisory

Organization ID: T_032686

Subordinates (first 5): SPS Training Division A, SPS Training Division B, SPS Training Division C, SPS Training Division D, SPS Training Division E

Details | Members | **Staffing** | Unavailable to Fill | Roles | Security Groups | Compensation Activity

Availability Date: 01/01/1900

Type: Supervisory

Subtype: Department / Agency

Visibility: Everyone

Subordinates: SPS Training Division A, SPS Training Division B, SPS Training Division C, SPS Training Division D, SPS Training Division E, SPS Training Division F, SPS Training Division G, SPS Training Division H, SPS Training Division I, SPS Training Division J

External URL: State Website

4. Click on the Staffing tab.

Details | Members | **Staffing** | Unavailable to Fill | Roles | Security Groups | Compensation Activity

Staffing Model: Position Management

Positions without Job Requisition: 12 Items

Position Restrictions	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Job Restrictions
(Unfilled)			UNEMPLOYED 1386 DRAFTER III-1381 LOAN/INSUR UNDERWRITER ASST-4342	Rd						
P214620 Functional Analyst (Unfilled)		ADMINISTRATIVE MGR I-5237			08/12/2014	08/14/2014				
P214623 Administrative Aide (Unfilled)		ADMIN AIDE-2572			08/13/2014	08/13/2014				
214639 Administrative Aide (Unfilled)		ADMIN AIDE-2572		Baltimore - 417 E. Fayette St	08/22/2014	08/22/2014	Full time	Employee		
214640 Administrative Aide (Unfilled)		ADMIN AIDE-2572		Baltimore - 417 E. Fayette St	08/22/2014	08/22/2014	Full time	Employee	State/Regulator	
214701 Administrative Aide (Unfilled)		ADMIN AIDE-2572			08/27/2014	08/27/2014				

In Progress Position Actions: 7 Items

Business Process	Awaiting Action By	Initiated On	Due Date
Create Position: Administrative Aide	Veronica Wayson	08/18/2014 03:26:14 649 PM	

- Find the unfilled position you want to close. Then click on the Related Actions icon next to the position title.
- Hover over Position Restrictions and select Close Position.
- Type or use the prompt to select the reason to close a position.
- Click the Calendar icon and select the Close Date.

Close Position

LICENSES, REGISTRATIONS AND CERTIFICATIONS
NOT APPLICABLE

SPECIAL REQUIREMENTS
Demonstrated ability to accurately type on a typewriter or keyboard on a personal computer, computer terminal or word processor at a minimum of forty words per minute may be required, depending on the specific requirements of the position.


Available For Hire ☒

Hiring Freeze ☐

Difficulty to Fill Hard

Hiring Restrictions History

Job Profile ADMIN AIDE-2572
Location Baltimore - 417 E. Fayette St
Availability Date 08/22/2014
Earliest Hire Date 08/22/2014
Time Type Full time
Worker Type Employee
Worker Sub-Type State/Regular

 enter your comment

View Comments (0)
Process History
Related Links

Submit Cancel

System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

9. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Cancel** to cancel the process and start at another time.

Close Position

Availability Date 08/22/2014
Earliest Hire Date 08/22/2014
Time Type Full time
Worker Type Employee
Worker Sub-Type State/Regular

History

Effective Date	Process	Supervisory Organization	Worker Type	Job Profile	Time Type	Location	Default Weekly Hours	Scheduled Weekly Hours	Organizations	Entry Date
08/22/2014	Create Position: Administrative Aide	Department of SPS Training							340101001010001 DLR - Executive Direction (SPF 010) (Pseudo 001) State of Maryland	08/22/2014 10:18:41:394 AM

Business Process History 2 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Close Position: Administrative Aide	08/01/2014	08/29/2014 04:02:18 AM	08/31/2014		In Progress	El Chuna-T (T1000312) Liu Xiang-T (T1000441) Simon Amstel-T (T1000665)
Create Position: Administrative Aide	08/22/2014	08/22/2014 10:17:11 AM		08/22/2014 10:18:41 AM	Successfully Completed	Eduardo da-T (T1000559) Hank Williams-T (T1000001) Nhat Genc-T (T1000575) Simon Amstel-T (T1000665)

Done

System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

10. Click the **Done**  button.



Information: The close position request must be approved. The next step is the approval process. The approval routing depends on the reason code you selected.

11. The System Task is complete.

Check the Status of a Business Process

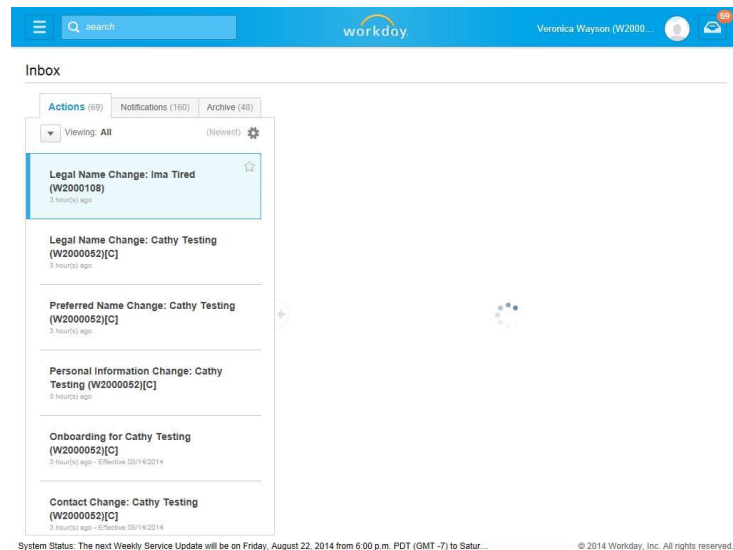
The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox**  hyperlink.

Inbox

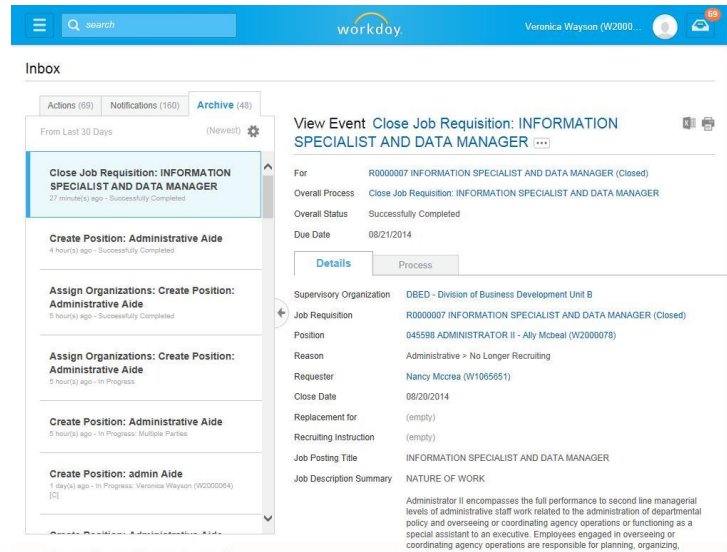


3. Click the **Archive**  tab.



Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' with a status of 'Successfully Completed'. To the right is a detailed view of this event. The 'Details' tab is selected, showing information such as the Supervisory Organization (DBED - Division of Business Development Unit B), Job Requisition (R0000007), Position (045586), and Reason (Administrative > No Longer Recruiting). The 'Overall Status' is 'Successfully Completed'.

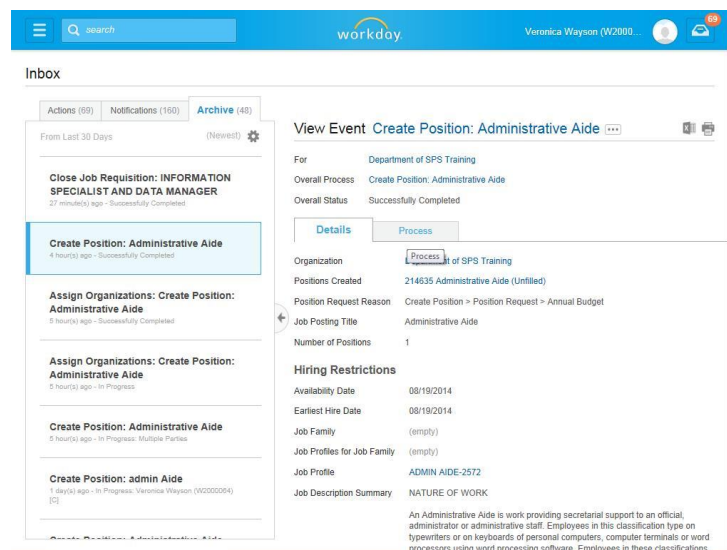
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.



Information: The overall status of a business process displays as....

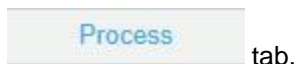
- “Successfully Completed” when all required steps in the process have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The second action is 'Create Position: Administrative Aide' with a status of 'Successfully Completed'. To the right is a detailed view of this event. The 'Details' tab is selected, showing information such as the Organization (Department of SPS Training), Positions Created (214535), and Job Posting Title (Administrative Aide). The 'Overall Status' is 'Successfully Completed'.

7. To view the status of individual tasks in a business process, click the **Process**



Inbox

Inbox

Actions (59) Notifications (160) Archive (45)

From Last 30 Days (Newest)

Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER
 50 minute(s) ago - Successfully Completed

Create Position: Administrative Aide
 4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
 4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
 5 hour(s) ago - In Progress

Create Position: Administrative Aide
 5 hour(s) ago - In Progress: Multiple Parties

Create Position: admin Aide
 1 day(s) ago - In Progress: Veronica Wayson (W20000064) [C]

Create Position: Administrative Aide
 1 day(s) ago - In Progress: Veronica Wayson (W20000064) [C]

View Event Create Position: Administrative Aide ...

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details Process

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W20000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W20000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Bayu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.